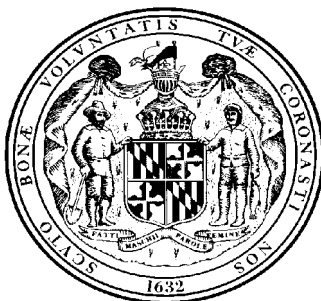


GOVERNOR'S OFFICE OF CRIME CONTROL & PREVENTION

# Disproportionate Minority Contact Implementation Grant

## Notice of Funding Availability and Application Kit



Robert L. Ehrlich Jr., Governor  
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### Notice to All Applicants:

The information collected on the grant application form is collected for the purposes of the Governor's Office of Crime Control & Prevention's (GOCCP) function under executive order 01.01.1996.06. Failure to provide all of this information may result in the denial of your application for funding. Within specified time periods, you have the right to inspect, amend, and correct this information. GOCCP may permit inspection of this information, or make it available to others, only as permitted by federal and State law. GOCCP may sell or provide a list of grant applicant names and addresses to professional associations and other entities. Under the Maryland Public Information Act (Md State Government Code Ann. 10-617 (h)(5)), you may request in writing that your name be omitted from such lists. Please send those requests to GOCCP, 300 E. Joppa Rd. Suite 1105, Baltimore MD 21286.

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## I. INTRODUCTION AND BACKGROUND

The Governor's Office of Crime Control and Prevention (GOCCP), on behalf of the Juvenile Grant Planning and Review Council (hereinafter referred to as the Juvenile Council), and in partnership with the Department of Juvenile Services, announces the availability of funds for the implementation phase of the Disproportionate Minority Contact (DMC) Reduction Project. This initiative will build upon the lessons learned from the DMC readiness assessments completed in the targeted jurisdictions and continue to be aligned with the reform plan for the Department of Juvenile Services that was outlined by Governor Robert L. Ehrlich, Jr. in 2002. The goals of this initiative include:

- Reduce and eliminate minority over-representation in Maryland's juvenile justice system (focused on the secure detention decision point),
- Support the development of local, data-driven plans to reduce DMC, and
- Increase the availability of alternatives to detention for youth.

The State of Maryland has been interested in addressing the issues of racial disparity within the juvenile justice system for many years. The Department of Juvenile Services (DJS) and the State Advisory Board for Juvenile Services commissioned various studies dating back to 1995 that highlight the prevalence of this problem. In 2002, Governor Robert L. Ehrlich, Jr. highlighted the issue of "Ensuring Racial Justice" as a part of his reform plan for DJS.

Subsequently, Governor Ehrlich created the position of Assistant Secretary for minority justice services and charged the Assistant Secretary with identifying and reducing unfair practices, in consultation with all stakeholders. This position will serve as the central clearinghouse to issue clear departmental policies and identify the elimination of race bias as the goal in its mission, policies, procedures, practices and programs and ensure that training curriculum highlights cultural competency. The Assistant Secretary will also implement racially neutral screenings and assessments.

In July 2005, the Governor elevated this position to GOCCP. This shift ensures that the issue of equal justice is addressed at the policy level throughout the juvenile justice system via the agency's role as the State Administering Agency for funds allocated to Maryland from the Department of Justice (both the Office of Justice Programs and the Office of Juvenile Justice and Delinquency Prevention).

In response to recommendations from the federal Office of Juvenile Justice and Delinquency Prevention, GOCCP and DJS focused their work on the five largest local jurisdictions: Baltimore City and Baltimore, Anne Arundel, Prince George's, and Montgomery counties by concentrating on the secure detention decision point. This decision was supported by an analysis of the state Relative Rate Index (RRI) data submitted to OJJDP on an annual basis. GOCCP engaged the assistance of the Annie E. Casey Foundation (AECF) and the W. Haywood Burns Institute (BI) for this work. This decision was based on the work being completed in Baltimore City to address DMC through a combined model of the Casey Foundation's Juvenile Detention Alternatives Initiative and the Burns Institute model. While Baltimore City has been a JDAI site since 2000, it was anticipated that the other four jurisdictions could benefit from their experiences and the model they employed to address DMC.

GOCCP, in consultation with DJS, approached AECF and BI to inquire about their interest in working with these four jurisdictions on practical strategies to reduce racial disparities in the use of secure detention. This inquiry was based upon three understandings: 1) AECF's Juvenile Detention Alternatives Initiative (JDAI) is the nation's preeminent juvenile detention reform project and has achieved well-documented reductions in racial disparities in some participating sites; 2) BI is now the country's most sought-after technical assistance provider in DMC reduction efforts, currently working with officials, and communities in multiple sites to develop and implement plans to reduce racial disparities; and, 3) AECF and BI collaborate in a number of sites, each bringing its unique expertise and strategies to help localities and states make progress on reducing racial disparities in juvenile justice through detention reforms.

Ultimately, the partners agreed to embark on this project by first conducting DMC readiness assessments in the four targeted jurisdictions – Anne Arundel, Baltimore, Montgomery and Prince George's counties. In May 2005, letters were sent to elected officials in each jurisdiction introducing this initiative and inviting their participation in this targeted DMC initiative. A series of introductory meetings were held in July 2005, and all four jurisdictions agreed to participate in the assessments with the assistance of planning grants from GOCCP. As of September 2006, assessments have been completed in all four jurisdictions. These site assessments are designed to identify system strengths and weaknesses and provide recommendations for policy, practice and programming changes that can reduce DMC at the detention decision point. Specifically, the assessment includes an analysis of stakeholder engagement and system analysis. Beyond this qualitative data, each site was required to identify the availability of specific quantitative data elements required to fully understand the issue of DMC at the local level. (Please see Appendix A for a list of specific data elements recommended by BI.) Finally, the assessment offered numerous recommendations to each jurisdiction for improving their readiness to address DMC. These assessments provide the foundation for the next steps in the DMC Initiative.

## **II. Disproportionate Minority Contact (DMC) and the Juvenile Council**

In the Juvenile Justice and Delinquency Prevention (JJDP) Act of 2002, Congress requires that States participating in the Formula Grants Program "address juvenile delinquency prevention efforts and system improvement efforts designed to reduce, without establishing or requiring numerical standards or quotas, the disproportionate number of juvenile members of minority groups, who come into contact with the juvenile justice system" (see section 223(a)(22)). For purposes of this requirement, OJJDP has defined minority populations as American Indian and Alaska Native, Asian, Black or African American, Hispanic or Latino, and Native Hawaiian or other Pacific Islanders.

States participating in the Formula Grants Program address DMC on an ongoing basis by moving through the following phases:

- **Identification.** To determine the extent to which DMC exists.
- **Assessment.** To assess the reasons for DMC, if it exists.
- **Intervention.** To develop and implement intervention strategies to address these identified reasons.
- **Evaluation.** To evaluate the effectiveness of the chosen intervention strategies.

- **Monitoring.** To note changes in DMC trends and to adjust intervention strategies as needed.

Each State must report on its progress in its comprehensive JJDP three-year plan and subsequent plan updates (in compliance with Section 223(a)(22)). As a part of this report, the state must collect and submit data for each decision point on the Relative Rate Index (RRI). OJJDP reviews the plan updates annually. Any State that fails to address the overrepresentation of minority youth in juvenile justice system contact stands to lose 20 percent of its Formula Grants allocation for the year.

It is the responsibility of the Juvenile Council to make “recommendations regarding State compliance with” the four core protections of the JJDP Act. This responsibility to address racial disparities in the juvenile justice system is consistent with the vision of the Juvenile Council and echoed in their Three-Year Comprehensive Plan for Juvenile Justice and Delinquency Prevention (2006-2008) for Maryland. According to this three-year plan, the Juvenile Council will blend federal juvenile justice funds received by the State of Maryland to implement this DMC initiative. The following goal statements are included in the plan:

**Goal 1:** To reduce and eliminate minority over-representation in Maryland’s juvenile justice system.

Program Objectives:

- Enhance and enforce a State DMC plan.
- Establish a forum for the Juvenile Council to support statewide goals by linking local DMC initiatives.
- Continue to support and monitor the DMC Reduction Project within the four targeted jurisdictions.
- Educate key state and local stakeholders on DMC issues.
- Ensure that statewide and local data collection methods are in line with current OJJDP standards.

**Goal 2:** To increase the availability of alternatives to detention for youth residing in the jurisdictions targeted as a part of the DMC Initiative.

Program Objectives:

- Complete the initial assessments of readiness in each jurisdiction.
- Monitor and support the establishment of local committee structures in each of these jurisdictions.
- Assist targeted jurisdictions in identifying and including relevant community stakeholders based on data analysis.
- Educate key state and local stakeholders on best practices for alternatives to detention.

The Alternatives to Detention program area was selected to facilitate the expansion of the JDAI efforts in Baltimore City to the other four jurisdictions. In accordance with the Annie E. Casey Foundation “Pathways to Juvenile Detention Reform – Consider the Alternatives” (1999), the availability of effective alternatives to detention “assures that youth who do not require secure care are supervised in less costly programs while the most serious offenders are appropriately supervised in a secure setting.” While this is fairly straightforward, the data gathered as a part of

the Gap Analysis Report and subsequent DJS Facilities Master Plan emphasized the need “to expand detention alternative options, such as day treatment and evening reporting centers, and to increase programming slots.”

Some progress has been made to date in reaching these goals and this funding opportunity will assist the State in continuing that progress. The Juvenile Council is not only committed, but also required to ensure that the State is in compliance with the core protections of the JJDP Act. It is evident that addressing DMC is difficult work and according to BI requires “intentionality, focus and strategies”. Through the release of this NOFA, GOCCP and the Juvenile Council are seeking to support locally identified efforts to reduce the overrepresentation of youth of color in the juvenile justice system. This must begin at the secure detention decision point.

### **III. SCOPE AND OBJECTIVES**

The Governor’s Office of Crime Control & Prevention (GOCCP), on behalf of the Juvenile Council, seeks grant applications from the five targeted jurisdictions (Baltimore City, and Baltimore, Anne Arundel, Montgomery, and Prince George’s counties) to continue the development and implementation of local DMC efforts. The funding for the initiative is provided through the Office of Juvenile Justice and Delinquency Prevention (OJJDP).

The specific funding sources are the Formula (Title II) grant and the Juvenile Accountability Block Grant (JABG). The following is a description of the funding parameters.

#### **A. Formula Grants Program**

The U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention (OJJDP) federal formula grant program is established under the Juvenile Justice and Delinquency Prevention (JJDP) Act of 2002. Grants are available to state agencies, local governments and private non-profit agencies for juvenile justice and delinquency prevention initiatives; specifically, initiatives that are funded support communities in providing their children, families, neighborhoods and institutions with the knowledge, skills and opportunities necessary to foster a healthy and nurturing environment. Formula Grants require the existence of a State Advisory Group, known in Maryland as the Juvenile Grant Planning and Review Council (Juvenile Council), whose primary responsibility is to administer the federal funds awarded to Maryland under the Juvenile Justice Delinquency Prevention Act of 2002.

These grants are distributed to states based on the total population of juveniles under the age of 18 in the state and are contingent upon the state’s submission of a three-year comprehensive plan for all juveniles justice related efforts.

Formula funds can be utilized in accordance with the list of Formula Grant Standard Program Areas. The four required standard program areas that states must address are:

1. A plan for reducing Disproportionate Minority Contact (DMC);
2. A plan for de-institutionalization of status offenders;
3. A plan for sight/sound separation; and
4. A plan for removal of juvenile from adult jails and lock-ups.

## **B. Juvenile Accountability Block Grant**

Funds are allocated to states based on a State's relative population of youth under age 18 and, specifically to promote greater accountability among juveniles who are involved in the juvenile justice system. The program provides support, both financial and programmatic, to improve juvenile justice system infrastructure and operations at the State and local levels.

Purpose areas 1-16 include:

1. Developing, implementing and administering graduated sanctions for juvenile offenders.
2. Building, expanding, renovating, or operating temporary or permanent juvenile detention or correctional facilities, including training of personnel.
3. Hiring juvenile court judges, probation officers, and court appointed defenders and special advocates, and funding pretrial services for juvenile offenders, to promote the effective and expeditious administration of the juvenile justice system.
4. Hiring additional prosecutors so that more cases involving violent juvenile offenders can be prosecuted and backlogs reduced.
5. Providing funding to enable prosecutors to address drug, gang, and youth violence problems more effectively and for technology, equipment and training to assist prosecutors in identifying and expediting the prosecution of violent juvenile offenders.
6. Establishing and maintaining training programs for law enforcement and other court personnel with respect to preventing and controlling juvenile crime.
7. Establishing juvenile gun courts for the prosecution and adjudication of juvenile firearms offenders.
8. Establishing drug court programs to provide continuing judicial supervision over juvenile offenders with substance abuse problems and to integrate administration of other sanctions and services for such offenders.
9. Establishing and maintaining a system of juvenile records designed to promote public safety.
10. Establishing and maintaining inter-agency information-sharing programs that enable the juvenile and criminal justice systems, schools and social service agencies to make more informed decisions regarding the early identification, control, supervision, and treatment of juveniles who repeatedly commit serious delinquent or criminal acts.
11. Establishing and maintaining accountability-based programs designed to reduce recidivism among juveniles who are referred by law enforcement personnel or agencies.
12. Establishing and maintaining programs to conduct risk and needs assessment of juvenile offenders that facilitate effective early intervention and the provision of comprehensive services, including mental health screening and treatment and substance abuse testing and treatment, to such offenders.
13. Establishing and maintaining accountability-based programs that are designed to enhance school safety.
14. Establishing and maintaining restorative justice programs.
15. Establishing and maintaining programs to enable juvenile courts and juvenile probation officers to be more effective and efficient in holding juvenile offenders accountable and reducing recidivism.
16. Hiring detention and corrections personnel and establishing and maintaining training programs for such personnel, to improve facility practices and programming.

The goals and objectives of the DMC Reduction Project reflect the intent of the Juvenile Council to support opportunities for systemic improvements at the local level. There are key components to the success of any initiative attempting to address DMC. As it was mentioned above, there are

examples of success in Maryland and nationwide using the JDAI and Burns Institute models. These “best practices” are important to consider in developing any initiative. The Juvenile Council is supportive of these two models. The following eight core strategies of JDAI provide the foundation for this initiative:

- Collaboration
- Reliance on Data
- Objective Admissions Policies
- Equalizing Case Processing
- Conditions of Confinement
- Cultural and Racial Competent Alternatives to Detention
- Special Detention Cases
- Reducing Racial Disparities in Detention

The use of these core strategies, including examples of success across the country, are presented in the “Pathways to Juvenile Detention Reform” series published by AECF (See Appendix C for more information on the entire Pathways series). This series of publications explores the eight core strategies in detail. The local DMC readiness assessments completed by the Burns Institute were structured to support these core JDAI strategies. Local jurisdictions are reminded that implementation strategies designed to impact DMC should be guided by the completed assessments and place emphasis on the detention phase of the juvenile justice process prior to trial or pending placement.

The focus of this DMC Reduction Project is the secure detention decision point. The efforts at the state and local level to address DMC are guided by the following key JDAI principles for eliminating racial disparities in detention:

1. All children should be treated equally within the juvenile detention system.  
The objective of detention reform should include unbiased, race-neutral assessments to guide admission decisions and equal access to various release opportunities for all youth.
2. Racial disparities in detention occur because of both conscious and subconscious racism. Conscious and subconscious racism must be confronted and remedied in order to provide a fair justice system.
3. Disparities in detention are often unintended consequences of seemingly race-neutral practices.
  - Decision makers do not know that new policies or laws will result in the disparate detention of youth of color.
  - Consistent, self-conscious focus on the potential racial impact of policy and program choices is needed to avoid these kinds of unintended consequences.
4. Data must be collected and carefully analyzed to inform efforts to reduce racial disparity in the detention system.
  - By measuring how youth of different races and ethnicities are treated at every stage of the process, barriers to fair treatment can be identified along the way.
  - Data can also provide officials with objective evidence of DMC; thereby making it easier to raise the issue without emotionally charged debates over individual bias.



5. Leadership makes a difference.  
The top-level policy makers clearly and forcefully must embrace the change and challenge their colleagues and staff to join them in the transformation.
6. Both individuals and agencies have a responsibility to address this issue.  
Individual decision-makers and entire agencies make discretionary judgments and implement policies that treat minority youth differently from similarly situated youth.
7. While we cannot control all the factors that lead to racial disparities, there are things we can control and change in the detention system.  
By focusing on things that can change within the detention system sites can make a large difference in the outcomes for many youth of color.

The objective of this Project is to support a forum for a data-driven local process in each jurisdiction that will positively impact the issues of DMC. The use of data in addressing DMC is critical. The Justice Policy Institute (2002) points out that “Providing data to decision- and policy-makers allows them to understand what is actually happening in the system and to use that understanding to make statements about the processing of minority youths in the system rather than relying on guesswork or the use of anecdotal data.” The availability of relative rate index (RRI) data as well as population data led the Juvenile Council to focus this initiative on the secure detention decision point within the five targeted jurisdictions. It is expected that local jurisdictions will direct these available resources to impact the flow of cases at the secure detention decision point. However, it is also anticipated that as a part of this local process, each jurisdiction will begin to consider the systemic variables contributing to DMC at other decision points within the juvenile justice system.

#### **IV. CHECKLIST**

The following items must be submitted for the application to be considered a complete grant application (The actual application forms are located in Section VIII. on pages 19 – 35):

- Application submitted through on-line process
- Signed original (and 15 copies)
- Cover Page
- Face Sheet
- Table of Contents
- Completed Project Summary
- Detailed Narrative with required elements
- Detailed Budget (not to exceed cap in grant funds)
- Letters of Commitment/Support
- Audit Requirements and Civil Rights Requirements
- Certified Assurances and Certification Regarding Lobbying Documents (signed by authorized official)

## V. IMPORTANT DATES

|  |   |
|--|---|
| September 19, 2006                         | NOFA Published on <a href="http://www.goccp.org">www.goccp.org</a>  |
| September 19, 2006 through October 5, 2006 | Written questions submitted by applicants to be addressed at the pre-application meeting.   |
| October 11, 2006                           | DMC Implementation Grant<br>Pre-Application Meeting (** Mandatory **)<br>GOCCP<br>Hampton Plaza Meeting Room (2 <sup>nd</sup> floor)<br>300 E. Joppa Road<br>Towson, MD. 21286<br><br>Meeting will begin at 10:00am |
| October 26, 2006                           | Last day to receive an organization ID number for electronic filing at <a href="mailto:changes@goccp-state-md.org">changes@goccp-state-md.org</a>   |
| November 2, 2006                           | Applications Due at GOCCP office no later than 3:00 pm  |
| November 14, 2006                          | Grant Review Meeting  |
| November 22, 2006                          | Notification of Awards and/or Request for Further Review  |
| November 30, 2006                          | Scheduled Review Meetings (as necessary)  |
| January 1, 2007                            | Grant Begin Date  |

## VI. DMC APPLICATION CRITERIA AND REQUIREMENTS

### A. Eligible Applicants

A “qualified applicant” for the DMC Implementation Grant will be the Local Management Board or other entity designated by the County Executive in the five targeted jurisdictions – Baltimore City and Anne Arundel, Baltimore, Montgomery and Prince George’s counties. The jurisdiction must also have participated in the DMC readiness assessment completed by the Burns Institute.

NOTE: Baltimore City is an Intensive Burns Institute Engagement site (ISE) and, therefore did not participate in the DMC readiness assessments.

## **B. Availability of Funds**

The funding for the DMC Initiative will be available in two phases:

Phase one- 6 month planning/implementation grant from 1/1/07 – 6/30/07  
Phase two- 12-month implementation grant from 7/1/07 – 6/30/08

The funding for this application comes from the Formula grants (Title II) program and the Juvenile Accountability Block Grant (JABG). The total amount of funds available for January 1, 2007 – June 30, 2008 is approximately \$2,000,000.

## **C. Allocation Process**

Funds will be awarded based on the requirements established in this Application Kit. The amount available for each jurisdiction in Phase 1 is up to \$167,000; and the amount available for each jurisdiction in Phase 2 is up to \$313,000. A 10% match is required and 5% (half of the match) must be a cash match. Applicants should adhere to these guidelines:

1. Request no more than the amount allocated for each phase per jurisdiction;
2. Submit two (2) separate budgets for each phase. (i.e., 6 month budget for Phase 1 and a 12 month budget for Phase 2); and
3. Find alternative funding mechanisms for proposed strategies to reduce the amount of funding required through grant sources.

## **D. Continuation of Funding**

Continuation funding may be available beyond the award period of January 1, 2007 – June 30, 2008 contingent on the availability of federal funding, compliance with grant conditions and successful progress toward stated objectives. All future funding decisions will be aligned with the Juvenile Council's Comprehensive Three-Year for Juvenile Justice and Delinquency Prevention and subsequent annual updates.

## **E. Administrative Overhead**

Indirect costs are allowed for specific activities included in the DMC Reduction Project. Please note that the DMC Reduction Project combines two funding streams. While an entire jurisdictional application may be funded from both funding streams, an individual program contained within a jurisdictional application may be funded from a single funding stream. Subsequently, clear and specific program budgets are a requirement of the application criteria. It is our vision that any administrative tasks would be handled by the local DMC coordinator, therefore no additional overhead is allowed for the LMB and/or the lead agency designated by the County Executive.

## **F. Issuing Office**

The sole point of contact in the State for the purposes of the DMC Implementation Grant is:

Jim Antal, Juvenile Justice Specialist  
Governor's Office of Crime Control and Prevention  
300 East Joppa Road, Suite 1105  
Baltimore, Maryland 21286  
[jamesa@goccp-state-md.org](mailto:jamesa@goccp-state-md.org)

## **G. Pre-Application Meeting**

A Pre-Application Meeting will be held on Wednesday October 11, 2006 from 10:00 –12:00 noon. The meeting will take place at:

GOCCP  
Hampton Plaza Meeting Room, 2<sup>nd</sup> floor  
300 E. Joppa Road  
Towson, Maryland 21286

**The Pre-Application Meeting IS MANDATORY and registration is required by contacting Jim Antal at 410-821-2858.** Bring a copy of this Guidance and Application Kit to the Pre-Application Meeting as a reference.

## **H. Proposal Review Process:**

GOCCP staff will review all proposals for legality, completeness, and technical sufficiency. Any grant that is missing one or more of the required elements will not be reviewed. The Juvenile Council will review each proposal using the Grant Scoring Criteria. Reviewers are also encouraged to recommend any special conditions that should be required of the applicant. Recommendations will be proposed at the November 14, 2006 Juvenile Council meeting. If needed, the Executive Committee of the Juvenile Council may contact the applicant and/or partners to request a face-to-face meeting for clarification or additional information. The Committee may request additional technical assistance from any source within the State.

Funding decisions are final. The Juvenile Council has the discretion to recommend partial funding of a proposal; it will be the option of the applicant to accept the partial funding.

The Juvenile Council and GOCCP will not release information about individual applications during the review process. All applicants will be notified in writing of the outcome of the application after a final funding decision has been made.

## **I. Program Reporting**

Successful grantees are required to submit quarterly reports by utilizing the GOCCP online reporting process. Instructions on how to access and use the online reporting program are listed under the “Grantee’s Area”. In addition, successful grantees will be required to report output and outcome measures to OJJDP on an annual basis via the web-based reporting system. Information on this reporting system will be provided in the award packets. The Maryland Juvenile Justice Specialist is available to provide technical assistance on these requirements during the grant period. Finally, successful Grantees may be required to provide oral and/or written reports to the Juvenile Council and other entities as indicated by the Juvenile Council.

## **J. Questions and Inquiries**

Questions and inquiries from applicants will be accepted both prior to and during the Pre-Application Meeting. Questions prior to the Pre-Application Meeting must be submitted in writing

to GOCCP and received by October 5, 2006. Questions submitted subsequent to the Pre-Application Meeting, that have not been previously answered and that are deemed to be substantive, will be answered in writing by the Issuing Office. All questions submitted subsequent to the Pre-Application Meeting must be in writing by FAX (410-321-3116) or email (JamesA@goccp-state-md.org) in order to receive a response. All written questions and answers will be copied to the lead contact identified by each applicant via email or fax. Telephone inquiries regarding the application process, before or after awards, will not be accepted under any circumstances.

## **K. Application Submission**

Applicants are required to submit one (1) original and 13 copies of the application to the GOCCP office. Applicants must also submit their application electronically to GOCCP. (Instructions for electronic submission are listed below.) GOCCP must receive all completed applications (online, originals and required copies) by 3:00 pm, November 2, 2006. Faxes or applications attached to e-mail are not permitted. Applications or unsolicited amendments to applications arriving after the closing date will not be considered. The application should include all components listed in the checklist on page 9. All required application forms are included in section VIII. DMC Implementation Grant Application – Required Forms. Application narratives should not exceed 20 pages (excluding appendices and budgets). Format is 12pt font, double-spaced, one sided, 8 ½ x 11 sized paper.

In order to access the NOFA, instruction packet and grant application, you must go to the GOCCP website at [www.goccp.org](http://www.goccp.org).

Applicants may click on the announcement of this NOFA on the left hand side of the home page at [www.goccp.org](http://www.goccp.org) or by going to the Grantee's Area link. All required software downloads and documents may be accessed in the Grantee's Area tab under "Available Funding".

In order to use this program you must obtain an organization ID number. Go to "Grantee's Area" link on [www.goccp.org](http://www.goccp.org) website and choose the "Organization Number" link. After downloading and running the program, you will be required to enter your organization ID number. You will note that your contact information is filled in. If changes need to be made to the existing contact information, you must e-mail [changes@goccp-state-md.org](mailto:changes@goccp-state-md.org). Technical assistance for problems installing and running the application software is available through October 26, 2006 by contacting GOCCP IT staff. Procedural inquiries should be directed to the sole point on contact listed under the "Issuing Office" section.

## **VII. DMC IMPLEMENTATION GRANT APPLICATION – REQUIRED SECTIONS**

Each application should contain the following information.

### **A. Cover page**

Title of project/activity

Applicant Name

Name, title, telephone and fax number of authorized official

Name, title, telephone and fax number of project contact (Project Director)

Name, title, telephone and fax number of fiscal contact (Fiscal Officer)

Signatures of Authorized Official and Project Contact

## **B. Table of Contents**

This section is self-explanatory.

## **C. Project Summary Section**

Please see Section VIII. DMC Implementation Grant Application Forms (p. 23) for an explanation of the required format for the Project Summary.

## **NARRATIVE SECTION (D through G; score-based ratings assigned by reviewers)**

### **D. Collaboration**

Description of partner organizations/letters of commitment (30 points)

One of the primary goals of this Initiative is to promote collaboration among key stakeholders at the local level. The Juvenile Council recognizes that collaboration around DMC can be difficult and requires leadership. The JDAI Pathways to Juvenile Detention Reform series includes a publication on “Collaboration and Leadership” (Feely, 1999) that highlights seven principles for collaboration:

1. Forming a collaborative group for system reform is extremely hard work and will take longer than you think.
2. For collaboration to work, all the relevant stakeholders must be at the table.
3. In collaborative-driven reforms, the group must develop consensus about what should change and how it should change.
4. There’s no real collaboration without negotiation and willingness to compromise.
5. Without strong and able leaders, reform is unlikely.
6. Collaborative leadership must include a jurisdiction’s “movers and shakers”.
7. Self-assessment and data are essential engines for effective collaboration.

While these principles were published to guide detention reform efforts within the context of a full JDAI site, they are certainly relevant to the success of local DMC Reduction Project efforts. A required element of this Project is that each jurisdiction **MUST** have convened/identified a local DMC Committee. The DMC Committee can be organized in the form of a sub committee, work group, etc. of a larger board or planning group and should have a representative who will act as a liaison between the DMC Committee and the oversight committee. The role of the local DMC Committee is to lead the efforts to impact DMC in each jurisdiction. Each committee will need to: 1) develop consensus on the use of secure detention; 2) develop a vision of what success looks like; and 3) develop and implement a plan of action. The application should address the efforts of the Committee to reach these three (3) elements of collaboration and their commitment to address DMC.

This section of the application should also include a list of the required and recommended partners as well as a description of the partnerships that have been formed and how each partner is involved in the DMC Reduction Project. The required partners that must be actively engaged and participating in the local DMC Committee includes the following policy-level representatives:

- Juvenile Court Judge/Master
- Juvenile Court Family Division Director
- Department of Juvenile Services
- State's Attorney's Office
- Office of the Public Defender
- Law Enforcement
- Office of the County Executive
- Local Management Board

In addition to the required partners listed above, there are a number of recommended partners that should be included in any effort to address DMC. These recommended partners include:

- Family members and youth\*
- Non-traditional stakeholders (i.e., community providers, community leaders)
- Department of Social Services (designated by local Director)
- Local school system (designated by the local Superintendent of Schools)
- CSAFE Lead Coordinators
- School Resource Officers
- Criminal Justice Coordinating Council representatives

\* NOTE: Although family members and youth are listed as recommended partners, applications must document the process used to solicit their input (i.e., survey, focus group, etc.) in developing the strategic plan and how continued input will be solicited throughout implementation of this plan.

The required partners that participate in this initiative should submit letters of Commitment that indicate each partner's role in the Project and the exact nature of commitment; including (at a minimum): who will be the agency representative on the DMC committee and level of access to agency data. Recommended partners should submit letters of Support indicating their role and/or level of support for the Project. In order to be considered, ALL LETTERS SHOULD BE SUBMITTED IN AN APPENDIX. These letters should NOT be mailed or faxed to GOCCP separately.

Baltimore City only: The Juvenile Council recognizes that Baltimore City is an established JDAI site and that the DMC collaborative is a subcommittee of the JDAI Executive Committee. Please include, in this section only, the following information: brief history of process for becoming a JDAI and BI site; membership lists for the JDAI Executive Committee and the DMC Subcommittee; a 2006-2007 calendar year meeting schedule for both committees; and include any existing memoranda of agreement or understanding for the Baltimore City JDAI/DMC efforts.

#### **E. Strategic Plan (40 Points)**

Leadership and vision is key to the success of these local efforts to address DMC. The Juvenile Council has developed a Three-Year plan that targets the issue of DMC and is prepared to provide leadership for this initiative at the state-level through its DMC Subcommittee. As a part of this application, the local DMC Committees must develop a Three-year strategic plan to reach the stated goals of this DMC Reduction Project as well as locally defined results.

This strategic plan must be based on the recommendations of the DMC readiness assessment completed by the Burns Institute. **This part of the application should outline the specific recommendations from this assessment and provide a detailed discussion on the plan for**

**addressing each recommendation.** The planning process should be as inclusive as possible, allowing all interested persons opportunity for input.

Baltimore City only: The Juvenile Council recognizes that the Baltimore City DMC Subcommittee has developed a list of recommendations and goals independent of this NOFA. Their strategic plan can be based on these documents rather than the DMC readiness assessments.

For the purpose of planning, applicants are encouraged to use the Results Based Accountability (RBA) framework for the planning process. Results Based Accountability<sup>1</sup> is a disciplined way of thinking and taking action that starts with the ends and works backwards step-by-step to means. The suggested step-by-step process is that the Steering Committees ask and answer the following questions throughout the planning process. It is anticipated that at the end of the funding period, a strategic plan will be submitted to GOCCP based on the following outline:

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<sup>1</sup> Fiscal Policy Studies Institute, Mark Friedman, [Trying Hard is Not Good Enough](http://www.resultsaccountability.com)  
[www.resultsaccountability.com](http://www.resultsaccountability.com)



1. Who is the target population for your DMC Initiative?
  - a. Youths 10 through 17 in the county (focused on secure detention decision point)
  - b. Demographic information
    - i. Community demographics
    - ii. Youth demographics (race/ethnicity, gender, age)
    - iii. Crime statistics
  
2. What are the results (conditions of well being stated in plain language) that your community is trying to achieve through this DMC Initiative? Examples include: "We want a juvenile justice system that is free from racial disparities", "We want to decrease the number of local youth in detention"; or "We want to increase the number of available alternatives to detention".
  
3. What does the data tell us?
  - a. Which indicators can you use to measure if you will be successful?
    - i. Possible local indicators to be used:
      1. Types of youth crime
      2. Patterns or changes in youth crime
      3. Locations of youth crime
      4. Youth referred to detention by offense type
      5. Youth screened for admission to detention
      6. Alternatives to detention utilization by youths
      7. Stakeholders (traditional and non-traditional) perceptions of DMC
      8. Recent changes in community demographics

**\*\*Note: All data should be aggregated by race/ethnicity, gender, age, and zip code.**
    - ii. Select 2-3 primary (headline) indicators to measure your progress. These should be indicators that have:
      - i. Communication Power – Does the indicator communicate to a broad range of audiences?
      - ii. Proxy power – Does the indicator say something of central importance about the result?
      - iii. Data power – Is quality data available on a timely basis?
  - b. What is the historical baseline and future forecast (and/or trend line) for these data?
  - c. For each indicator, is the indicator heading in the right direction?
  - e. The strategic plan must include an analysis and presentation of the RRI data.**
  
4. What is the story behind the data and the direction it is heading? If the data are trending in the wrong direction (DMC is increasing at the secure detention decision point), what are the causes and forces at work that are contributing to this direction?
  
5. Who are the partners who have a role to play in doing better?
  - a. What partners have been involved in your planning process?
  - b. How have families been involved in the development and policies of your DMC Initiative and how will you ensure their ongoing engagement?
  - c. How have youth been involved?
  - d. Who will continue to be involved in the DMC Initiative?
  
6. What strategies will work to "turn the curve" and make things better?
  - a. What are the strategies that the community is currently working on and should be included in the Strategic Plan?
  - b. What else is needed in the community? (Information concerning resources and best practices is available in Appendix B.)
  - c. What are some of the low cost/no cost ideas that will be implemented?
  
7. Action plan: What are your prioritized strategies? For which strategies will you provide local funding? For which strategies do you plan on requesting funding?

The Juvenile Council anticipates that grant funding will be required to support these efforts and is prepared to provide this support. However, it is also expected that many of the efforts included in the strategic plan will either not have an associated monetary cost and/or will be addressed through other local funding streams. The Juvenile Council is interested in supporting innovative systemic improvements rather than individual programs (excluding alternative to detention programs). Each program or activity proposed for funding should specifically conform to at least one funding area and the corresponding parameters. The Juvenile Council and GOCCP reserve the right to negotiate specific program/strategy elements with applicants to ensure compliance with Federal parameters.

The following items need to be addressed in this section of the application:

- **How the jurisdiction will respond to recommendations from Burns Institute assessment (It is expected that these will be addressed through funding from Phase 1). \*\*Except Baltimore City, because, as noted above, Baltimore City's will refer to their list of recommendations and goals rather than a DMC readiness assessment.**
- **Planning process for developing Strategic Plan (including timeline, workplan and milestones)**
- **Use of RBA framework**
- **RRI data analysis and presentation**
- **Description of proposed planning activities and/or interventions and their connection to the needs identified through the RBA process**

#### **F. Data Plan (20 points)**

The importance of data to this process must not be understated. This part of the application should describe the data collection and monitoring plan that will be used to support the DMC Reduction Project. This should include the following:

- What data is currently available to the Committee
- What data is still needed
- Data Sources
- Actual data fields
- Frequency of data available to the Committee
- How will the data be made available to the Committee
- Who is responsible for providing the data

While the DMC Committee will undoubtedly consider many types of data, it is MANDATORY to collect the data required to complete the Relative Rate Index (RRI). Please see Appendix D for the required RRI data elements and a juvenile justice system flow chart. In support of the development of a local data plan, the following is an example of data elements that have been included in JDAI/Burns Institute Management Reports from the Pima County, Arizona site. These data elements should be considered as the "minimum standards" for studying changes in DMC at the secure detention decision point.

- Population data for youths age 10 – 17
- Arrested youth
- Youth referred to detention

- Youths screened for admission to detention
- Secure detention utilization (admissions, length of stay, average daily population)
- Alternatives to detention utilization (admissions, length of stay, average daily population)

This data should be displayed annually, trends over a five-year period (population and arrests only); and quarterly, snapshot of a single quarter. Also, the data should be aggregated by race/ethnicity, gender, age (annual trends only), zip code of residence, and offense (where applicable).

The Juvenile Council recognizes that there are some systemic barriers that prevent immediate availability of data in these prescribed formats. Furthermore, the Juvenile Council is aware that not all data is available at the state-level and/or from a single source. DJS continues to work towards developing a system that will provide regularly available data reports. This data will be used to support both state and local efforts for detention reform. However, it is incumbent upon the local DMC Committees to identify and collect data at the local level from all sources within the juvenile justice system. This will provide stakeholders with a comprehensive view of the issues impacting DMC. This section of the application should include a strategy for obtaining this data at the local level.

## **G. Budget (10 points)**

The applicant will use this section to submit a complete budget for the grant period of the project including a line-item budget and a budget narrative (All budget forms are located in Section VII. Application Forms). Budgets must be commensurate with the level of effort required to accomplish project objectives and will be scored on the following criteria:

1. The costs of the project must be reasonably related to the value of the anticipated results.
2. Budgets must meet technical requirements including:
  - a. Match (es) are documented under "other" in the budgets and specified in the budget narrative;
  - b. Individual budgets are presented for each activity within both Phase 1 and 2;
  - c. Administrative costs are 10% or under;
  - d. Budgets are complete and accurate.

## **VIII. DMC IMPLEMENTATION GRANT APPLICATION - FORMS**

### **A. GENERAL INSTRUCTIONS**

Applicants are required to submit one (1) original and fifteen (15) copies of the application to the GOCCP office. Applicants must also submit their application electronically to GOCCP. **Our office must receive all completed applications (online, originals and required copies) by 3:00 pm, November 2, 2006.**

1. FACE SHEET – See instructions below.
2. PROJECT SUMMARY – The Project Summary should provide a concise summary of your proposal and be limited to 100 words or less. See detailed instructions in the corresponding section.
3. PROJECT NARRATIVE – Provide an overall description of the project and major activities. The narrative should not exceed 20 typewritten pages. The contents of this section are outlined above in section VI. CJAC Grant Application – Required Sections (D – G). This section is mandatory. (NOTE: On the online application, please enter “See Hard Copy”.)
4. PROJECT BUDGET - Please complete the Budget Summary and Budget Details forms that are included. Information must be entered in the justification and explanation section of each Budget Detail tab.
5. AUDIT REQUIREMENTS - Please be sure to complete the information requested in this section.
6. CIVIL RIGHTS REQUIREMENTS - Please be sure to complete the information requested in this section.
7. CERTIFIED ASSURANCES - Please read this section carefully. It includes all of the federal and state assurances that will have to be made by your organization in the event your application is funded.
8. CERTIFICATION LOBBYING - DRUG FREE WORKPLACE - This section must be signed by all applicants applying for a federally funded grant program.

### **B. FACE SHEET INSTRUCTIONS**

#### **1. DATE APPLICATION SUBMITTED**

Date that all required hard copies and electronic submission are submitted to GOCCP.

#### **2. REQUESTED FUNDING PERIOD**

Check the box that reads “1<sup>st</sup> Year of Funding”.

#### **3. PROPOSED PROJECT DATES**

For this project, the start date is January 1, 2007 and the end date is June 30, 2008.

#### **4. NAME OF APPLICANT**

The unit of local government (county, city, town, township) or eligible entity to apply for the grant (See Program Specific Instructions for Eligible Applicants). Please indicate Applicant’s federal identification number on line provided. The applicant’s organization ID # is required to apply on line.

5. AUTHORIZED OFFICIAL

The name of the chief elected official, or other legally authorized official, of the jurisdiction, county agency or organization who accepts the grant award if approved.

6. PROJECT TITLE

Enter "DMC Implementation Project", followed by the name of the jurisdiction (i.e., Anne Arundel or Baltimore).

7. IMPLEMENTING AGENCY/ORGANIZATION

The name of the agency/organization that will have responsibility for the actual operation of the project.

8. DISTRICT AND COUNTY

The congressional and legislative districts and the county in which the service is actually delivered.

9. PROJECT DIRECTOR

The name, telephone number, title, address and e-mail address of the person who will be responsible for oversight and administration of the project on behalf of the applicant.

10. FISCAL OFFICER

The name, telephone number, title, address and e-mail address of the person who will be responsible for financial reporting and record keeping for the project.

11. FUNDING SUMMARY

This represents the totals taken from the Budget Detail Categories. The splitting of costs to indicate the proper ratio between federal funds and local cash match.

12. SERVICE SITE

Provide the name, address, congressional and legislative district and county for the location your project will actually take place. If the program will take place at more than one location, please enter complete information for each site (up to five). If the application is for a program that has statewide or countywide impact, please enter "statewide," or "countywide" under the service site column.

## Application for the DMC Implementation Grant

### C. Face Sheet

1. **Date Application Submitted:** \_\_\_\_\_
2. **Requested Funding Period:** Application is for 1<sup>st</sup> ☐ 2<sup>nd</sup> ☐ 3<sup>rd</sup> ☐ year of funding.
3. **Proposed Project Dates:** Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_
4. **Name of Applicant:** \_\_\_\_\_  
Address: \_\_\_\_\_
5. **Organization Type:** State Government \_\_\_\_ Local Government \_\_\_\_ Private Not-Profit \_\_\_\_
6. **\*Federal ID # (EIN#)** \_\_\_\_\_
7. **Authorized Official:** \_\_\_\_\_ Title: \_\_\_\_\_
8. **Project Title:** \_\_\_\_\_
9. **Implementing Agency/Organization:** \_\_\_\_\_
10. **District/County:** Congressional District \_\_\_\_\_ State Legislative District \_\_\_\_\_ County \_\_\_\_\_
11. **Project Director:** \_\_\_\_\_ Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_
12. **Fiscal Officer:** \_\_\_\_\_ Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_
13. **Funding Summary:**

|                     |    |       |
|---------------------|----|-------|
| Federal Funds       | \$ | _____ |
| State Funds         | \$ | _____ |
| Federal Cash Match  | \$ | _____ |
| State Cash Match    | \$ | _____ |
| Local Cash Match    | \$ | _____ |
| Private Cash Match  | \$ | _____ |
| Total Project Funds | \$ | _____ |

**14. Service Site:**

Provide the name, address, congressional and legislative district and county **for the location(s) your project will actually take place.** If the program will take place at more than one location, please enter complete information for each site (up to five). If the application is for a program that has statewide or countywide impact, please enter "statewide," or "countywide" under the service site column.

Example:

**Location One**

Congressional District: **1<sup>st</sup>**  
Legislative District: **8A**  
Location: **Brook Street Elementary School**  
Address: **123 Main Street**  
**Some City, MD, 21000**

**Location Two**

Congressional District: **2nd**  
Legislative District: **8A**  
Location: **Creek Elementary School**  
Address: **795 Main Street**  
**Same City, MD, 21030**

## **D. Project Summary/Narrative**

### **1. Summary**

**The Project Summary should provide a concise summary of your proposal and be limited to 100 words or less. The summary should include the project title and contain the following:**

- 1-2 sentences identifying the specific problems or needs.
- 1-4 sentences describing how program funds will be spent and address these needs.
- 1-2 sentences describing whom the program will benefit or serve.

The first sentence should contain the organization and project title. "ABC's XYZ project/program addresses ..."

The program funding section should echo the information provided in the budget section. For example, "Grant funds will compensate the program director, administrative staff, and support administrative operating expenses."

Write the summary using the active voice and avoid over-using prepositions (of, in, etc.).

The summary's purpose is to provide a layman's explanation for the proposed project and goals.

### **2. Narrative**

Provide an overall description of the project and major activities. The narrative should not exceed 20 typewritten pages. The contents for this summary are explained in the Notice of Funding Availability (NOFA) for this grant.



## E. Budget

### 1. Budget Summary

Complete the below table by entering the totals from budget categories A-F. Enter the totals from all expenditure categories in the application spaces. The grand total must correspond to the total projected costs. Round all amounts to the nearest whole dollar.

#### BUDGET SUMMARY

| Expenditure Category    | Federal Fund Request | State Cash Match | Local Cash Match | Private Funds | In-kind Match | TOTAL |
|-------------------------|----------------------|------------------|------------------|---------------|---------------|-------|
| A. Personnel            |                      |                  |                  |               |               |       |
| B. Operating Expenses   |                      |                  |                  |               |               |       |
| C. Travel               |                      |                  |                  |               |               |       |
| D. Contractual Services |                      |                  |                  |               |               |       |
| E. Equipment            |                      |                  |                  |               |               |       |
| F. Other                |                      |                  |                  |               |               |       |
| <b>GRAND TOTAL:</b>     |                      |                  |                  |               |               |       |

## 2. Budget Details

This section of the grant application includes a table for each major budget expenditure. Each table is on a separate page. Please itemize and explain the following categories of project expenditures: Personnel, Equipment, Operating Expenses, Travel, Contractual Services and Other.

### ▪ PERSONNEL (Category A)

Includes salaries, social security and fringe benefits for personnel required to implement the project including full or part-time contractual staff (excluding consultants, which should be listed in Category D). Time and attendance records must be maintained for all personnel included in the grant project.

#### PERSONNEL (Category A)

| Description of Position                  | Annual Salary or Daily Rate | Percent of Time or Number of Days | TOTAL |
|--|-----------------------------|-----------------------------------|-------|
|  |                             |                                   |       |
|  |                             |                                   |       |
|  |                             |                                   |       |
|  |                             |                                   |       |
|  |                             |                                   |       |
|  |                             |                                   |       |
|  |                             |                                   |       |
| Sub-Total:                               |                             |                                   |       |
| *Social Security and Fringe Benefits (%) |                             |                                   |       |
| GRAND TOTAL:                             |                             |                                   |       |

*\*Social Security and fringe benefits not to exceed 30%.*

**Justification/Explanation for PERSONNEL:**

▪ **OPERATING EXPENSES (Category B)**

Project Supplies, Rental Space, Printing and Communications

Communication expenses include items such as telephone, fax, postage, and other expenditures such as photocopying.

**OPERATING EXPENSES (Category B)**

| Operating Expense                        | Cost/Unit | Quantity | TOTAL |
|--|-----------|----------|-------|
| Office Supplies                          |           |          |       |
| Stationery                               |           |          |       |
| Printing                                 |           |          |       |
| Rental Space<br>(including rate/sq. ft.) |           |          |       |
| Communication<br>Expenses                |           |          |       |
| Postage                                  |           |          |       |
| Telephone                                |           |          |       |
| Fax                                      |           |          |       |
| Photocopying                             |           |          |       |
| Miscellaneous                            |           |          |       |
| GRAND TOTAL:                             |           |          |       |

Justification/Explanation for OPERATING EXPENSES:

▪ **TRAVEL (Category C)**

Travel expenses may include mileage and/or other transportation costs, meals and lodging consistent with the local jurisdictions' travel regulations and cannot exceed the State of Maryland reimbursement rate\*.

**TRAVEL (Category C)**

| Type of Travel Expense<br>(Indicate appropriate rate/rates) | Cost/Travel | Quantity | TOTAL |
|---|-------------|----------|-------|
|   |             |          |       |
|   |             |          |       |
|   |             |          |       |
|   |             |          |       |
|   |             |          |       |
|   |             |          |       |
| GRAND TOTAL:  |             |          |       |

\* 44.5 cents/mile as of 1/1/2006.

**Justification/Explanation for TRAVEL:**

▪ **CONTRACTUAL SERVICES (Category D)**

For each contract, enter the nature of the service to be provided and the basis for computing the amount to be paid. Consultant contracts for training or evaluation should be included here and shall be consistent with federal guidelines. Construction projects are ineligible for funding under grant programs and expenses for construction may not be included.

**CONTRACTUAL (Category D)**

| Description of Contractual Services | Rate | Quantity | TOTAL |
|-------------------------------------|------|----------|-------|
|                                     |      |          |       |
|                                     |      |          |       |
|                                     |      |          |       |
|                                     |      |          |       |
|                                     |      |          |       |
|                                     |      |          |       |
| GRAND TOTAL:                        |      |          |       |

Justification/Explanation for CONTRACTUAL:

▪ **EQUIPMENT – Purchase, Lease or Rental (Category E)**

Equipment costs may include taxes, delivery, installation and similarly related charges. The value of trade-ins and discounts should be shown as a deduction. Inventory records must be maintained for equipment that is acquired. Expenditures must be consistent with applicable local jurisdictions' procurement guidelines.

**EQUIPMENT (Category E)**

| Equipment Item      | Cost/Unit | Quantity | TOTAL |
|---------------------|-----------|----------|-------|
|                     |           |          |       |
|                     |           |          |       |
|                     |           |          |       |
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|                     |           |          |       |
|                     |           |          |       |
|                     |           |          |       |
|                     |           |          |       |
| <b>GRAND TOTAL:</b> |           |          |       |

**Justification/Explanation for EQUIPMENT:**

▪ **OTHER (Category F)**

Include all other anticipated expenditures, which are not included in the previous categories such as indirect costs, if allowable, and audit expenses

**OTHER (Category F)**

| Type of Expense | Cost | TOTAL |
|-----------------|------|-------|
|                 |      |       |
|                 |      |       |
|                 |      |       |
|                 |      |       |
|                 |      |       |
|                 |      |       |
|                 |      |       |
|                 |      |       |
| GRAND TOTAL:    |      |       |

Justification/Explanation for OTHER:

## **F. Audit Requirements**

Indicate the following dates:

1. Last audit took place \_\_\_\_\_
2. Period of time covered by last audit was from \_\_\_\_\_ to \_\_\_\_\_
3. Next audit is scheduled for \_\_\_\_\_
4. Period of time to be covered by the next audit is from \_\_\_\_\_ to \_\_\_\_\_
5. Next audit will be forwarded to cognizant Audit agency on \_\_\_\_\_

Indicate the designated federal cognizant agency \_\_\_\_\_

You must submit along with this application, copies of audit findings and management letters (if any) from the most recent audit, together with a copy of the corrective plan of action. Alternatively, you must certify in a letter signed by the agency head and CFO, that there were no findings or management letter.

## **G. Civil Rights Requirements**

1. Civil Rights contact person \_\_\_\_\_
2. Title/Address \_\_\_\_\_
3. Telephone number \_\_\_\_\_
4. Number of people employed by the organization unit responsible  
for implementation of this grant \_\_\_\_\_



## H. Certified Assurances

THE APPLICANT HEREBY ASSURES AND CERTIFIES THE FOLLOWING:

1. That Federal funds made available under this formula grant will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal Funds, be made available for program activities.
2. That matching funds required to pay the non-Federal portion of the cost of each project, for which grant funds are made available, shall be in addition to funds that would otherwise be made available for program activities by the recipient of the grant funds and shall be provided as required in the Grant Award document.
3. That following the first year covered by a Grant Award and each year thereafter, a performance evaluation and assessment report will be submitted to the Governor's Office of Crime Control & Prevention.
4. That fund accounting, auditing, monitoring, evaluation procedures and such records as the Governor's Office of Crime Control & Prevention shall prescribe to and shall be provided to assure fiscal control, proper management and efficient disbursement of funds received.
5. That the Grantee shall maintain such data and information and submit such reports in such form, at such times, and containing such information as the Governor's Office of Crime Control &

Prevention may reasonably require to administer the program.

6. It will comply, and all its subgrantees and contractors will comply, with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended; and 42 USC 3789(d); Title VI of the Civil Rights Act of 1964, as amended; Sec 504 of the Rehabilitation Act of 1973, as amended; Title II of the Americans with Disabilities ACT (ADA) of 1990; Title IX of the Education amendments of 1982; the Age Discrimination Act of 1975; the Department of Justice Nondiscrimination Regulations 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice Regulations on disability discrimination, 28 CFR Part 35 and Part 39.
7. That in the event a Federal or state court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against the Grantee, a copy of the finding will be forwarded to the Governor's Office of Crime Control & Prevention.

8. That if required to formulate an Equal Employment Opportunity Program (EEOP), in accordance with 28 CFR 42.301 et. seq., it will maintain a current one on file. Further, the Grantee will submit a certification to the Governor's Office of Crime Control & Prevention that it has a current EEOP on file, which meets the applicable requirements.

9. That the Grantee will comply with the provisions of the Governor's Office of Crime Control & Prevention's Financial Guide for Grants.

10. That the Grantee will comply with the provisions of 28 CFR applicable to grants and cooperative agreements.

#### CERTIFICATION

I certify that this program will comply with the provisions set forth by the State of Maryland and the Governor's Office of Crime Control & Prevention.

---

Signature of Authorized Official

---

Date

---

Typed Name and Title

## I. Certification Regarding Lobbying



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
OFFICE OF THE COMPTROLLER

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### **CERTIFICATION REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

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Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-Procurement) and Government-wide Requirements for Drug-free Workplace (Grants)." The certification shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

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#### **1. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

#### **2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510 --

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted or otherwise criminally or civilly charged by a Government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph, (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions

(Federal, State, or local) terminate for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

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### 3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 --

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about --

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after having received notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction.

Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 312A, GSA Regional Office Building No. 3), Washington DC 20202-4571. Notice shall include the identification number(s) of each affected grant.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (street address, city, county, state, zip code)

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Check ☐ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of

which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7. Check ☐ if the State has elected to complete OJP Form 4061/7.

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**DRUG-FREE WORKPLACE  
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 --

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:  
Department of Justice, Office of Justice Programs,  
ATTN: Control Desk, 633 Indiana Avenue, N.W.,  
Washington, D.C. 20531.

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As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

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2. Application Number and/or Project Name

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3. Grantee IRS/Vendor Number

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4. Typed Name and Title of Authorized Representative

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5. Signature

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6. Date

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As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications

## IX. Appendices

### Appendix A

#### JDAI/BI Suggested Data Collection for Site Readiness Visit

- 1) Overall admissions history. Pick a time period, say 5-10 years. It would be extremely helpful if all other data reflected the same time period. **(If possible, all data to be disaggregated by race/ethnicity/gender. Please note any limitations to do so for any given data element.)**
- 2) Juvenile arrests for the same time period. If possible, juvenile arrests overlaid with juvenile admissions. This should include Time of arrest.
- 3) Juveniles admitted to detention contrasted to their relevant representation (census count) in the county.
- 4) Detention by offense type.
- 5) Residence of Detention Admissions (by zip code, census tract, community name)
- 6) Snapshot of the detention population on any give day (for example, the 3rd Thursday of each month for the last 6-12 months.) Categories would include, by %, Felony Person, Felony Property, VOP, Status Offenses/Violation of Court Orders, Misdemeanor Person, Misdemeanor Property.
- 7) A document showing your continuum of services, including any alternatives to detention (ATD).
  - a) Referrals to ATD.
- 8) If a Risk Assessment Instrument is being utilized, a copy of the instrument would be helpful.
  - a) Referrals screened disaggregated by race/gender.
  - b) Overrides, up or down, disaggregated by race/gender.
- 9) Detention ADP contrasted to capacity.
- 10) Pre and Post Disposition ALOS.
- 11) Releases by destination.
- 12) Detention criteria for admissions to secure detention.

We have found that the above information, at a minimum, provides everyone with a better foundation for our discussions. However, by no means are the above suggestions exclusive.

### Appendix B

#### **RESOURCES ON REDUCING RACIAL DISPARITIES IN JUVENILE DETENTION**

##### **Organizations**

Annie E. Casey Foundation  
Juvenile Detention Alternatives Initiative  
701 St. Paul Street  
Baltimore, MD 21202

410-547-6600  
www.aecf.org

#### **Juvenile Detention Alternative Initiative Sites**

Baltimore City  
Beverly Schulterbrandt, Esq.  
JDAI Coordinator  
Department of Juvenile Services  
One Center Plaza  
120 W. Fayette Street  
Baltimore, MD. 21201  
410-230-3275  
[schulter@djs.state.md.us](mailto:schulter@djs.state.md.us)

Cook County  
Mike Rohan, Director  
Juvenile Probation & Court Services  
Circuit Court of Cook County  
1100 S. Hamilton Avenue  
Chicago, IL 60612  
312-433-6575

Multnomah County  
Rick Jensen, Detention Reform Initiative Coordinator  
Juvenile & Adult Community Justice  
1401 NE 68th Avenue  
Portland, OR 97213  
503-988-5698  
[rick.k.jensen@co.multnomah.or.us](mailto:rick.k.jensen@co.multnomah.or.us)

Santa Cruz County  
John Rhoads, Chief of Probation  
Probation Center  
3650 Graham Hill Road (*mailing address*: PO Box 1812)  
Santa Cruz, CA, 95061  
831-454-3800  
[ma.schott@co.santa-cruz.ca.us](mailto:ma.schott@co.santa-cruz.ca.us)

Bernalillo County  
Doug Mitchell, JDAI Coordinator  
Bernalillo County Juvenile Detention Center  
5100 2<sup>nd</sup> Street, NW  
Albuquerque, NM. 87107  
505-761-6600, ext. 264  
[demitchell@bernco.gov](mailto:demitchell@bernco.gov)

*For more information on DMC initiatives using the Burns Institute model, contact:*

James Bell, Esq., Director  
W. Haywood Burns Institute for  
Juvenile Justice, Fairness and Equity  
417 Montgomery Street, Suite 900  
San Francisco, CA 94104  
415-543-3379 ext. 3909  
[burnsinstitute@yahoo.com](mailto:burnsinstitute@yahoo.com)



*For more information on the Building Blocks For Youth initiative, contact:*

Mark Soler, Executive Director  
Center for Children's Law and Policy  
1701 K Street, NW  
Suite 600  
Washington, DC 20006  
202-637-0377

*For more information on the Relative Rate Index, contact:*

Heidi Hsia, Program Manager  
Office of Juvenile Justice and Delinquency Prevention  
810 Seventh Street, NW  
Washington, DC. 20531  
202-616-3667  
[heidi.hsia@usdoj.gov](mailto:heidi.hsia@usdoj.gov)

**The DMC Web Page is located at [www.ojjdp.ncjrs.gov/dmc/index.html](http://www.ojjdp.ncjrs.gov/dmc/index.html)**

#### **Other Organizations**

American Bar Association  
Juvenile Justice Center  
740 15th Street, NW, 10th Floor  
Washington, DC 20005  
202-662-1506

Center on Juvenile & Criminal Justice  
1234 Massachusetts Avenue, NW, Suite C1009  
Washington, DC 20005  
202-737-7270

Coalition for Juvenile Justice  
1211 Connecticut Avenue, NW, Suite 414  
Washington, DC 20036  
202-467-0864  
[info@juvjustice.org](mailto:info@juvjustice.org)

Juvenile Law Center  
1315 Walnut Street, 4th Floor  
Philadelphia, PA 19107  
215-625-0551  
[info@jlc.org](mailto:info@jlc.org)

Minorities in Law Enforcement Service  
1817 Capitol Avenue  
Sacramento, CA 95824  
916-812-9541

National Council on Crime and Delinquency  
1970 Broadway, Suite 500  
Oakland, CA 94612  
415-896-6223  
[pat@nccdsf.attmail.com](mailto:pat@nccdsf.attmail.com)

Pretrial Services Resource Center  
1010 Vermont Avenue, NW, Suite 300  
Washington, DC 20005

202-638-3080  
psrc@pretrial.org

The Sentencing Project  
514 10th Street, NW, Suite 1000  
Washington, DC 20004  
202-628-0871  
staff@sentencingproject.org

## Appendix C

**The Pathways to Juvenile Detention Reform series includes the following publications:**

Overview: The JDAI Story: Building a Better Juvenile Detention System

1. Planning for Juvenile Detention Reforms: A Structured Approach
2. Collaboration and Leadership in Juvenile Detention Reform
3. Controlling the Front Gates: Effective Admissions Policies and Practices
4. Consider the Alternatives: Planning and Implementing Detention Alternatives
5. Reducing Unnecessary Delay: Innovations in Case Processing
6. Improving Conditions of Confinement in Secure Juvenile Detention Centers
7. By the Numbers: The Role of Data and Information in Detention Reform
8. Reducing Racial Disparities in Juvenile Detention
9. Special Detention Cases: Strategies for Handling Difficult Populations
10. Changing Roles and Relationships in Detention Reform
11. Promoting and Sustaining Detention Reforms
12. Replicating Detention Reform: Lessons from the Florida Detention Initiative
13. Detention Reform and Girls: Challenges and Solutions

For more information about the **Pathways** series or the Juvenile Detention Alternatives Initiative, contact:

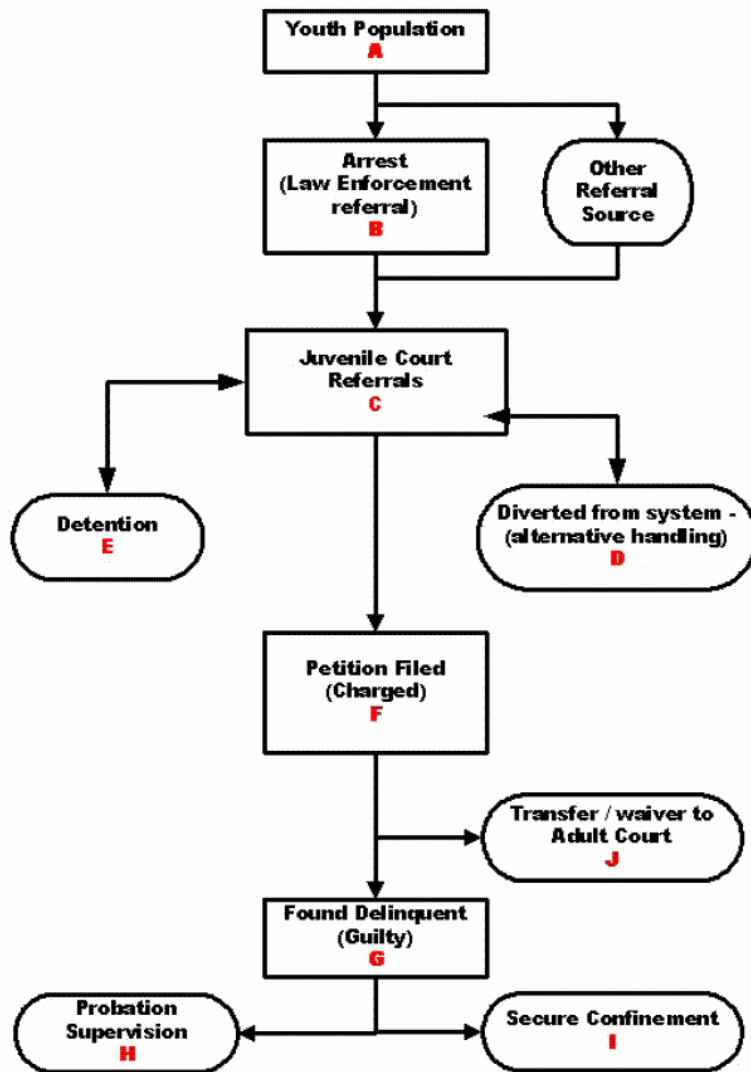
The Annie E. Casey Foundation  
701 St. Paul Street  
Baltimore, MD 21202  
(410) 547-6600  
(410) 547-6624 fax  
www.aecf.org

## Appendix D

### Required Data Elements for Calculating the Relative Rate Index (RRI) and System Flow Chart

1. Population at Risk
2. Juvenile Arrests
3. Referrals to Juvenile Court
4. Cases Diverted
5. Cases involving Secure Detention
6. Cases Petitioned
7. Cases Resulting in Delinquent Findings
8. Cases Resulting in Probation Placement
9. Cases Resulting in Committed Placement
10. Cases Transferred to Adult Court

| AREA REPORTED                       |                | Data Entry Section  |         |                                  |                       |        |  |   |                 |                   |        |
|-------------------------------------|----------------|---|---------|----------------------------------|-----------------------|--------|--|---|-----------------|-------------------|--------|
| State : TestState<br>County: Sample |                | Reporting Period Jan/ 2002 (Month/ Year)<br>through Dec / 2002 (Month/ Year)    |         |                                  |                       |        |  |   |                 |                   |        |
| Block in<br>Figure 1                |                | Total<br>Youth  | White   | Black or<br>African-<br>American | Hispanic<br>or Latino | Asian  | Hawaiian<br>or other<br>Pacific<br>Islanders | American<br>Indian or<br>Alaska<br>Native | Other/<br>Mixed | All<br>Minorities |        |
|                                     | A              | 1. Population at risk (age 10 through 17 )                                      | 118,722 | 39,117                           | 6,460                 | 52,433 | 19,750                                       |   | 972             | 79,615            |        |
|                                     | B              | 2. Juvenile Arrests   | 13,385  | 3,058                            | 2,055                 | 7,220  | 1,091  |   | 29              | 132               | 10,527 |
|                                     | C              | 3. Refer to Juvenile Court  |         |                                  |                       |        |  |   |                 |                   |        |
|                                     | D              | 4. Cases Diverted   | 306     | 113                              | 28                    | 136    | 19   |   | 0               | 10                | 193    |
|                                     | E              | 5. Cases Involving Secure Detention   | 2,314   | 401                              | 354                   | 1,300  | 243  |   | 8               | 8                 | 1,913  |
|                                     | F              | 6. Cases Petitioned (Charges Filed)   | 5,859   | 1,000                            | 901                   | 3,113  | 523  |   | 16              | 36                | 4,589  |
|                                     | G              | 7. Cases Resulting in Delinquent Findings                                       | 4,058   | 555                              | 894                   | 2,195  | 384  |   | 15              | 15                | 3,503  |
|                                     | H              | 8. Cases resulting in Probation Placement                                       | 2,501   | 385                              | 362                   | 1,330  | 201  |   | 13              | 10                | 1,916  |
|                                     | I              | 9. Cases Resulting in Confinement in Secure<br>Juvenile Correctional Facilities | 1,629   | 284                              | 241                   | 908    | 189  |   | 3               | 4                 | 1,345  |
|                                     | J              | 10. Cases Transferred to Adult Court  | 24      |                                  | 7                     | 15     |  |   |                 |                   | 22     |
|                                     | Meets 1% rule? |   |         | Yes                              | Yes                   | Yes    | Yes  | No  | No              | No                |        |



**Figure 1.**  
**Relationship of Data Elements**  
**for Relative Rate Index calculations**